Virginia Department of **Behavioral Health and Developmental Services**

DELTA – Supervisor

Quick Reference Card

About DELTA

DELTA (**D**atabase-**E**nabled **L**ogon **T**o **A**pplications) is the Department of Behavioral Health and Developmental Services' (DBHDS) single sign-on solution and security portal. It provides our business partners access to certain web applications.

Security Training Because our web applications contain protected health information (PHI), people who access these applications must complete annual HIPAA and other security-related training.

Versions There are two versions of DELTA. Separate accounts are used between the versions. DELTAQA: portal for test applications. DELTAProd: portal for live, production applications.

Supervisor

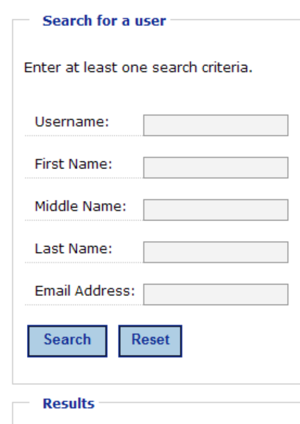
The Supervisor role in DELTA should be assigned to individuals who typically request user accounts and system access. They should be familiar with their employees, know what an employee's responsibilities are and how those responsibilities relate to DBHDS applications, and know when an employee joins or leaves their organization.

Each location (CSB, state facility, local system, licensed provider, etc.) must have at least one supervisor. If the location needs only one primary supervisor, they should select a backup supervisor as well. A location may assign the Supervisor role to as many individuals as they need.

Account Request Form – Step 1: Search for a User

The account request process begins with a Supervisor. All changes to user accounts and their permissions must first be requested by a Supervisor.

Click **Account Request Form** in the menu to begin a new request. The first step is to search for the user. This search will return users not only for your location, but all users in DELTA. In this way, a person who works at multiple locations can use the same username and password for all locations. Therefore, before you can determine whether this request is for a new user, you must perform a search of all users.

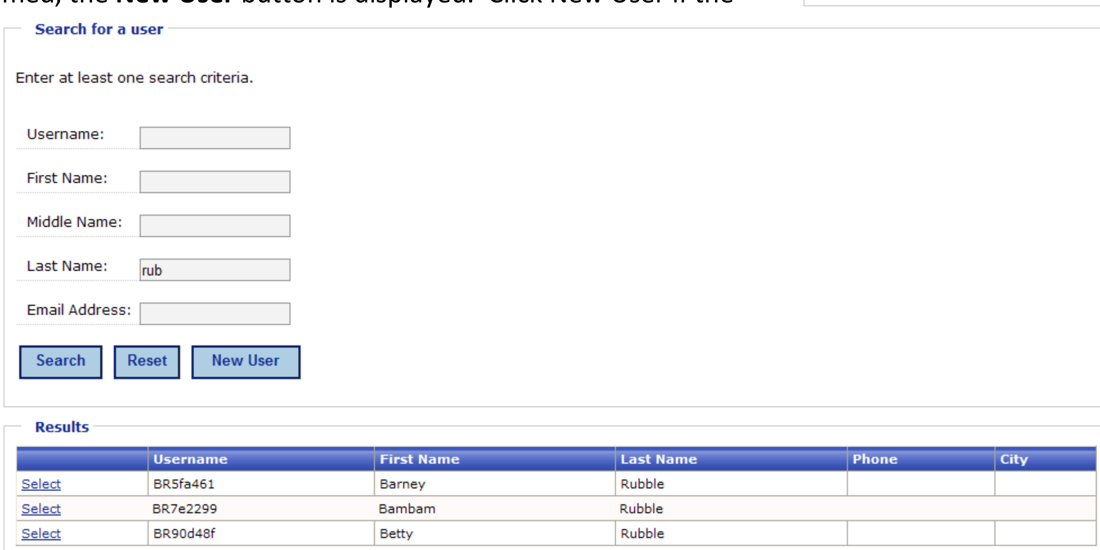


Search for a user Enter at least one search criteria. Each field in the search finds potential matches based on the value entered as any part of the value and values that sound like the value entered. Click **Search** to perform a search and display the results.

After a search is performed, the **New User** button is displayed. Click New User if the user is not displayed in the Results.

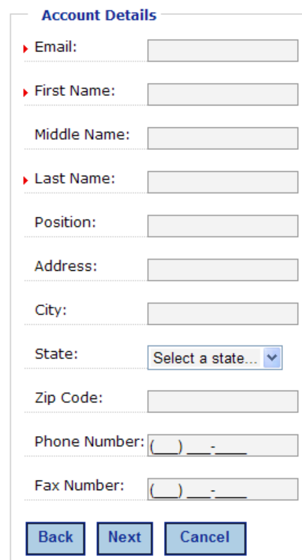
Click **Select** next to a username to choose that user for your account request.

Click **Reset** to clear the criteria and results.



Account Request Form – Step 2: Account Details

If you chose to request a New User account, enter the details for that user on the Account Details page.



Email is required, must be unique among all accounts in DELTA, and must be in the proper format for an email address.

First Name and **Last Name** are required. Middle Name is not required, but provides additional information about the user that could be helpful in distinguishing this user from another in DELTA with the same first and last names.

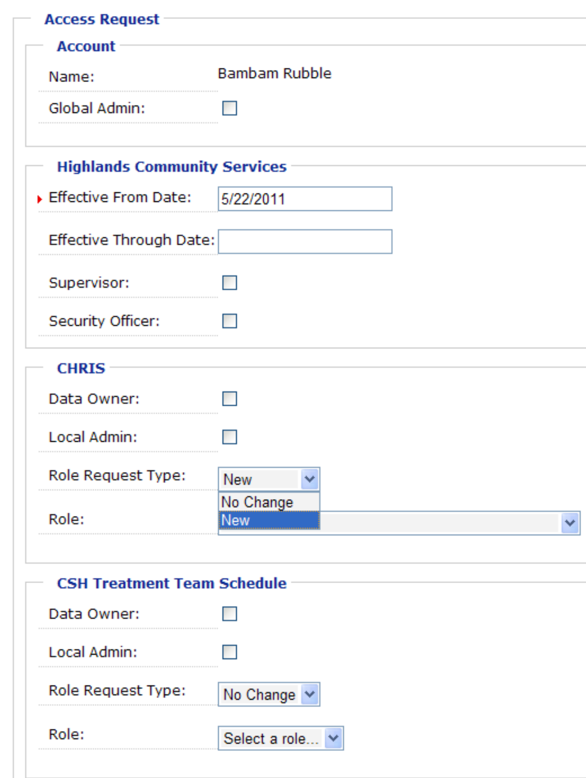
Position provides valuable information as well. It can help Security Officers and Local Admins determine whether appropriate permissions are being requested for this account.

Address, City, State, and Zip Code should be the user's primary contact address. Since this is a new user, it is usually the address for your location. Zip code only supports a five digit zip code.

Phone Number is particularly useful for Supervisors, Security Officers, and Local Admins. However, complete contact information for a user is important to have in case issues arise. Phone number must include the area code.

Fax Number is the final piece of contact information and must include the area code.

Account Request Form – Step 3: Access Request



Account The first and last names for the account are listed.

Location The location is listed in blue.

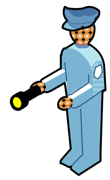
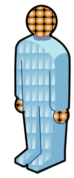
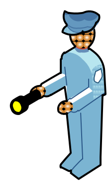
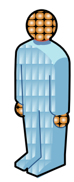
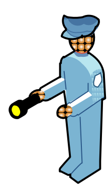
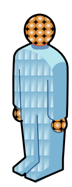
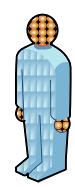
- If this is a new location for the account, the **Effective From Date** defaults to the current date. If the user will not begin working at the new location until a later date, change the Effective From Date to the date the user will begin.
- The **Effective Through Date** is left blank unless the user is terminating with your location or their responsibilities have changed such that they should no longer have access to DELTA; in these cases, enter the final date the user should have access to DELTA.
- **Supervisor** and **Security Officer** are specific to the location; check one or both of these boxes only if the user should have Supervisor and/or Security Officer rights in DELTA.

Applications Each application that your location may use is listed in separate sections below the location. The name of the application is in blue.

- Check **Local Admin** if the user is an administrator for the application at your location.
- If the user needs to have access to the application, select a **Role Request Type** (New, Change, or Revoke) and a **Role**.
- **Role** is specific to each application. Select the role that gives the user appropriate access to the application.

Scroll to the bottom of the page to **Submit** (or Cancel) the Account Request. In order to submit a request, at least one permission change must have been made. A permission change includes Supervisor, Security Officer, Local Admin, and Role. When you click Submit, the **Account Request Summary** is displayed. Review this summary to ensure you are requesting the appropriate changes to a user account. Click Submit to submit the request.

Account Request Process

Account Request Process Tasks	User Roles that Manage All Locations	User Roles that Manage a Single Location
 Request new accounts, changes to existing accounts, termination of accounts, and application access changes.	 Global Admin (NOTE: only role that can request additional Global Admins or initial Supervisors for a location.)	 Supervisor
 Approve/Deny new accounts, changes to existing accounts, and termination of accounts.	 Global Admin (NOTE: only role that can approve additional Global Admins or initial Security Officers for a location.)	 Security Officer
 Approve/Deny application access changes (grant, change, revoke).	 Global Admin (NOTE: only role that can approve Data Owners.)  Data Owner (NOTE: only role that can approve initial Local Admin for a location.)	 Local Admin